

UNEMPLOYMENT INSURANCE (UI)

(OMB Control Number: 1205-0132)

The Unemployment Insurance (UI) program requires a State Quality Service Plan (SQSP) on a 2-year planning cycle that is a condition of receipt of administrative funding to administer the program. The SQSP is the State's UI performance management and planning process that allows for an exchange of information between Federal and State partners to enhance the UI program's ability to reflect their joint commitment to performance excellence and client-centered services. A formal two-year SQSP is submitted biennially. On the off years, States may be required to modify the SQSP with additional corrective action plans and narrative if they are failing any new performance measures, and they are required to provide updated budget documents, certifications, and assurances. ETA Handbook No. 336, 18th Edition provides detailed guidance for the preparation and submittal of the SQSP and supplemental guidance is provided in an annual UIPL, issued as UIPL 15-19 for the FY 2020 SQSP. The Social Security Act (SSA) sections 302 and 303 authorize the Secretary of Labor to provide funds to administer the UI program and govern the expenditure of those funds. States that choose the option to include UI in a WIOA Combined State Plan will be required to submit their SQSP through the Combined State Plan process. The SQSP must be prepared in accordance to the instructions in ET Handbook 336, 18th Edition and there are no changes to the established SQSP cycle if a State chose to submit their SQSP through the Combined State Plan process.

A. CONTENTS OF A COMPLETE UI SQSP PACKAGE

A complete UI SQSP package includes the following documents, as described in Chapter 1, ETA Handbook 336, 18th Edition:

1. TRANSMITTAL LETTER

A cover letter to the appropriate Regional Office (RO) transmitting all the required SQSP documents.



September 13, 2019

Mr. Nicolas E. Lalpui
Employment and Training Administration
United States Department of Labor
90 7th Street, Suite 17300
San Francisco, CA 94103

Dear Mr. Lalpui,

Enclosed is the Idaho Department of Labor's Unemployment Insurance State Quality Service Alternate Year Plan for the biennial fiscal year 2019-2020.

If you have any questions, please contact John Taylor at 208-332-3570 ext. 3809,
john.taylor@labor.idaho.gov.

Sincerely,



Jani Revier
Director

CENTRAL OFFICE • 317 W. Main St. • Boise, Idaho 83735 • Tel. (208) 332-3570 • Web: labor.idaho.gov
An Equal Opportunity Employer and Service Provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

2. BUDGET WORKSHEETS/FORMS

Budget worksheets/forms and plan for program administration based on projected allocations received from the Federal partner. These forms include Worksheet UI-1 and SF 424, SF 424A and SF 424B. The SF 424A is only required if the State vary the quarterly distribution of base claims activity staff years.

Application for Federal Insurance DP-634

A. Congressional Insurance DP
 1. Name 2. Title 3. Project/Program

Provide an address for DP/Program/Project (do not include housing if separate)
 1. Street/Box 2. City 3. State 4. Zip

B. Project/Program
 1. Start Date 2. End Date

C. Distribution Funding (in \$)

1. Federal	2. State	3. Local
4. Applicant	5. Other	6. Other
7. Other	8. Other	9. Other
10. Other	11. Other	12. Other
13. Other	14. Other	15. Other

D. Is Application Subject to Review by State under Executive Order 12812 Preserved?
☐ A. Yes (applicant will submit affidavit by State under the Executive Order 12812 Preserved to the state)
☐ B. Program is subject to E.O. 12812 but has been granted by the state to the federal
☐ C. Program is not covered by E.O. 12812

E. Is the Applicant Noncovered Any Federal Project DP (i.e., provide explanation in attachment)?
☐ Yes ☐ No
 If "Yes" provide explanation in attachment

F. Are the following applications already in the file for the department contained in the list of applications? and do you have the following forms and any changes are indicated in the back of my application? (do provide the required attachment) and agree to the following terms? (do not sign if you are not in good standing with the state. Signature, or handwritten statement or other mark is required for release, i.e., administrative, i.e., 1. State, 2. State, 3. State, 4. State, 5. State, 6. State, 7. State, 8. State, 9. State, 10. State, 11. State, 12. State, 13. State, 14. State, 15. State, 16. State, 17. State, 18. State, 19. State, 20. State, 21. State, 22. State, 23. State, 24. State, 25. State, 26. State, 27. State, 28. State, 29. State, 30. State, 31. State, 32. State, 33. State, 34. State, 35. State, 36. State, 37. State, 38. State, 39. State, 40. State, 41. State, 42. State, 43. State, 44. State, 45. State, 46. State, 47. State, 48. State, 49. State, 50. State, 51. State, 52. 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3. THE STATE PLAN NARRATIVE

State Plan Narrative is a vital element of the SQSP that provides a vehicle for sharing with the Federal partner State-specific efforts that affect the administration of the UI Program. The State Plan Narrative allows the State to describe in a single narrative: a) State performance in comparison to the Government Performance Review Act goals; b) actions planned to correct deficiencies regarding UI programs, UI program reviews and reporting requirements; and c) results of customer satisfaction surveys (optional).

State Quality Service Plan

Alternate Year – State Plan Narrative

Idaho – FY 2019-2020

a. Overview

1. The Idaho Department of Labor's priorities for the FY 2019-20 SQSP include:
 - a. The timely and accurate payment of UI benefits.
 - b. An overall integrity goal to reduce the number of improper payments and reduce the number of misclassified workers.
 - c. Continuous business process analysis in all areas of UI to improve program efficiencies through process and the use of technology.
 - d. To provide adjudication and claims processing performance that meets the standards established by USDOL.
 - e. To assist and improve the timely reemployment of UI claimants.
 - f. To improve program performance through the implementation of various tax and benefit integrity related data mining and enforcement projects.
 - g. Continuing work on data validation. In 2014, Idaho's UI Division underwent a major Business Process Analysis and deployed a modernized UI Tax and Benefits system. Those initiatives have shaped the current structure and processes of all UI operations in Idaho. The Business Process Analysis provided a strategic plan for the reorganization of the UI Division that allowed for consistency in planning, training, and UI delivery. The implementation of the modernized system has improved UI operations by providing user-friendly graphical interfaces, significant automation, and real-time claim processing.

Idaho is currently reducing the number of field offices from 25 to 11. The restructuring will allow staff to provide remote services to more communities to shift their focus to demand driven Employment Services and WIOA activities. Idaho continues to utilize the Lean process to reduce inefficiencies and eliminate redundancies. Idaho is placing UI Navigators in the larger field offices to better serve our customers.

2. Idaho's performance remains strong considering the continuing reductions in base funding levels over the past years.

Idaho has met or exceeded most of the ALP's for all measures in tax, benefits, and appeals. Idaho ranks very high in first pay timeliness, effective audit measures, and lower authority appeals and is above the average in all other areas.

Idaho has six issues that are included in the 2019-2020 Biennial SQSP Corrective Action Plan(s). All of the issues are minor and the plans to correct the deficiencies are included in the 2019-2020 SQSP Alternate Year Quarterly Reporting Workbook.

In the area of Integrity, Idaho received passing scores on all but one of the core measures. The failing score was the improper payment rate, which was .06 percent over the benchmark of 10%. Idaho continues to make improvement in this area and is committed to achieving a reasonable solution.

Idaho continues to make progress on Data Validation and expects to have all populations submitted and passing by the end of this Alternate Year plan.

The BAM population variances have undergone significant work in the 1st quarter of 2018 and all variances are in tolerance. The discrepancy in the case pulls was a result of pulled cases being determined invalid. Human error caused the miscount and adjustments were made to prevent future occurrences. All BAM issues are resolved and continuous monitoring is in place to ensure they do not resurface.

Idaho has met or exceeded all USDOL GPRA goals.

Idaho has used Supplemental Budget Requests to enhance IT security and to carry out many of the integrity efforts with respect to identity theft, fictitious employer schemes, UCFE wage cross matching, and identifying invalid work searches. Idaho will continue to actively participate in the SBR process when funding is available.

3. Due to the inclusive organizational structure of the Idaho Department of Labor, coordination within the department with other plans is a common practice. The department's Workforce Development Division administers the Employment Services and WIOA. UI Adjudication and Claims Processing has been consolidated with UI Compliance into one UI division. This change has allowed closer coordination between the RESEA and WIOA as field management staff is no longer required to oversee UI Functions. These changes continue to enhance Idaho's ability to meet the employment needs of the employer community. In addition, claimants are directed during the claims process to utilize the IDOL reemployment services offered in our 11 field offices located statewide.

The Idaho Department of Labor is the administrative entity for unemployment insurance, employment security and Labor Market Information and is also the WIOA Adult, Dislocated Worker and Youth service provider in each of the 11 One-Stop centers. Collaboration and connectivity is inherent and will ensure claimant access to the full array of services. Career center staff have the skills to provide a comprehensive One-Stop service orientation and assessment and are able to provide claimants with the information, tools and technology to build quality work search and career development plans

Idaho has exceeded the performance measure of 72% for Facilitating Reemployment with a score of 84.6%.

B. Federal Emphasis (GPRA)

1. Idaho has met all GPRA measures
 - a. First Pay Promptness – 97.28%
 - b. Detect Benefit Overpayments – 64.00%
 - c. Establish Tax Accounts Promptly – 91.50%
2. Idaho will continue to provide adequate administration to achieve the GPRA goals and targets in FY2019-2020.

C. Program Review Deficiencies

1. Idaho did have two program reviews during the prior period and in each review, minor discrepancies were identified. The discrepancies were found in two previously submitted UIDV populations and additional errors were found in a quadrennial onsite TPS review. The UIDV populations have already been corrected and resubmitted and steps have been taken to correct the TPS failure(s).

2. Idaho will continue to participate in the reviews when requested.

D. Program Deficiencies –

Tax Quality Part A and B- There were four quality issues discovered in the last TPS audit. All four have been addressed and are being corrected. Detail regarding New Status, Collections, and Report Delinquency have been addressed and Corrective Action Plans are in place to address these issues.

E. Reporting Deficiencies -

The ar207 report was late - Idaho was one day late in submitting the ar207 report for the 1st quarter of 2017. Idaho takes reporting seriously and we will strive to ensure timely submission of all reports.

F. Customer Service Surveys (optional)

The department has not completed formal customer service surveys this past performance year.

G. Other

The Idaho Unemployment Insurance Division has significantly streamlined initial claims processing as well as increasing the use of technology to enhance integrity efforts.

Idaho was one of the pilot states in the Suspicious Actor Repository project (SAR) and as of April of 2017, matches 100% of all new and continued claims against the SAR database.

Idaho participated as one of the pilot states in the UI Self-Assessment project and now that that project is complete, Idaho has completed the self-assessment and is now working on year two.

Idaho **has** sent staff to training sponsored by NASWA's National Integrity Academy. Idaho also participates in Integrity Center projects.

Idaho has no requests for technical assistance at this time.

H. Assurances:

The Idaho Department of Labor certifies we will comply with the assurances listed below:

- a. Assurance of Equal Opportunity (EO).
- b. Assurance of Administrative Requirements and Allowable Cost Standards.
- c. Assurance of Management Systems, Reporting, and Recordkeeping.
- d. Assurance of Program Quality.
- e. Assurance on Use of Unobligated Funds.

f. Assurance of Prohibition of Lobbying Costs (29 CFR Part 93).

g. Drug Free Workplace (29 CFR Part 98).

h. Assurance of Contingency Planning:

Information Technology (IT) Contingency Plan Implemented: In March 2006, the Idaho Department of Labor published a major release of its Disaster Recovery Plan which is the basis for the plan in its current state.

IT Contingency Plan Reviewed/Updated: The plan is reviewed annually, particularly since the State of Idaho requires the Idaho Department of Labor to coordinate its contingency plan efforts with the Idaho Office of Emergency Management. The plan was reviewed and updated in September 2019 and will be reviewed annually again in September 2020.

IT Contingency Plan Tested: The Idaho Department of Labor tested the contingency recovery procedures in August 2019. In addition, a tabletop training exercise was conducted in July, 2018.

The Idaho Department of Labor certifies the state will comply with the assurances listed below:

I. Assurance of Conformity and Compliance.

Idaho Department of Labor assures that it complies in all areas of Conformity and Compliance.

J. Assurance of Automated Information Systems Security.

Idaho Department of Labor assures that it complies in all areas of Automated Information Systems Security.

Risk Assessment Conducted: In October 2016, in concert with the Legislative Services Office, Audits Division, the Idaho Department of Labor conducted an Information Technology Controls/Risk Assessment Review.

System Security Plan Reviewed/Updated: In August 2019, the Department of Treasury, Internal Revenue Service, Department of Safeguards, preformed their triennial IRS Publication 1075 audit of the Department during which a review of Risk Assessment and System Security Plan was conducted. The next System Security Plan review is due March of 2020.

k. The Idaho Department of Labor certifies we will comply with the Assurance of Confidentiality.

4. CORRECTIVE ACTION PLANS (CAPS)

CAPs are expected as a part of the SQSP when State's annual performance does not meet the established criteria for core measures, Secretary's Standards, UI program, assurances, and other program deficiencies identified in the annual SQSP guidance provided by the Department. The CAP must list both specific milestones for key corrective actions or improvement activities, and the completion date for each milestone.

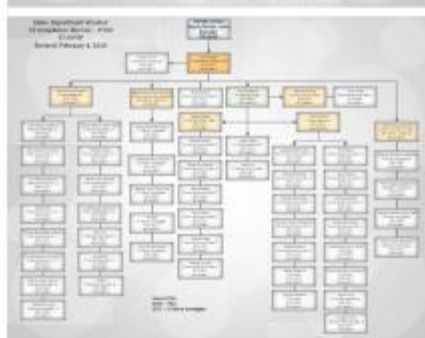
5. UI PROGRAM INTEGRITY ACTION PLAN (UI IAP)

The UI IAP outlines the strategies the State will undertake during the planning period regarding the prevention reduction and recovery of UI improper payments.

UI Integrity Action Plan (IAP)				
Back to Annual Overview 2018		Back to Alternate Overview 2018		
State	Federal Fiscal Year	Accountable Agency Official(s)		
Iowa	2018	Comptroller		
	Top Three Root Causes (Calendar Year 2017) https://www.dhs.gov/immigration-data	Calendar Year 2018 [% of \$ Overpaid]	Calendar Year 2017 [% of \$ Overpaid]	
Root Cause #1:	Work Search	26.43%	26.38%	
Root Cause #2:	Benefit Year Earnings	23.89%	26.82%	
Root Cause #3:	Able-Available	7.50%	11.89%	
State	Federal Fiscal Year	Accountable Agency Official(s)		
Iowa	2018	(Enter the name and title of the staff person who is accountable for reducing UI error rates)		
	Top Three Root Causes (Calendar Year 2018) https://www.dhs.gov/immigration-data	Calendar Year 2017 [% of \$ Overpaid]	Calendar Year 2018 [% of \$ Overpaid]	
Root Cause Alternate Year #1:	Work Search	26.38%	26.43%	
Root Cause Alternate Year #2:	Benefit Year Earnings	26.82%	23.89%	
Root Cause Alternate Year #3:	Able-Available	7.22%	7.86%	
<p>Summary: (Provide a summary of the plan that the state has designed. The summary should include outreach efforts planned by the agency to inform all UI and workforce staff, and employers of the strategic plan to ensure everyone understands the importance of maintaining program integrity.)</p> <p>The Iowa Department of Labor (IDOL) takes program integrity very seriously and constantly seeks to make improvements in all functional areas of UI. The improper payment rate in Iowa, and across the nation, is above the standard of 10% established by PERA. IDOL has been diligently working at getting the numbers below the ceiling established by the Act. The three areas being addressed by the Integrity Action Plan (IAP) are, work search, benefit year earnings, and able and available. IDOL's plan is to create a focus group to study each of the "Top Three Root Causes" to find out if there are not thought of solutions that can be implemented to reduce the improper payments in each category. If the solutions recommended by the focus groups are viable and resources are available, those recommendations will be put into practice. One of the two additional items that will be acted in the near term is a flyer to all claimants detailing the work search requirements in detail for a valid work search contact. The second is a modification to the claimant portal that will allow the claimant to enter wages from more than one employer.</p> <p>The Improper Payment Rate alternate year plan is similar to the biennial plan. Focus groups will meet regularly to determine what actions are reasonable to take and to determine if prior actions have had measurable impact on the Improper Payment Rate (IPR). IDOL recently added a video to the Claimant Portal that explains the claimant's responsibilities with respect to the work search and benefit year earnings and we are still measuring the impact from this activity. IDOL is still looking at Iowa's rules, policy and procedures to determine if other changes would have an impact on the IPR. We are looking at alternative messaging for claimants that explains the specific requirements for receiving benefits. Currently, a focus group is exploring the possibility of counting work seeking activities as a work search contact as was recommended during an intensive services visit by NAWA. IDOL is also looking at New Hire procedures as recommended by NAWA and IPR. IDOL is in an effort to reduce the Benefit Year Earnings (BVE) error rate. The third root cause changed from separation to able and available for the alternate year update. A focus group will look into these errors and make recommendations to management.</p> <p>Instructions for the following sections: In each individual section below, enter a Root Cause, from above, and the top three focused strategies that will be employed to correct or reduce this cause of overpayments. An additional line is available in each section to include other significant strategies that target the root cause.</p>				
Root Cause #1: Work Search				
Strategies	Actions	Targets & Milestones	Resources	
1. Focus Group	Form a focus group to analyze why claimants fail to comply with the work search requirements and develop potential solutions. Make Management will review the recommendations and see if there are solutions are viable.	12/31/2018	UI Staff/BAM Staff	
2. Management Review	Outreach to UI and Workforce Staff to discuss the work search issue and provide guidance.	3/31/2019	UI Management	
3. Outreach		9/30/2019	UI Staff/Workforce Staff	
Additional:	Create a "what is a valid work search contact" flyer for claimants that describes what work search activity is acceptable and what is not.	9/30/2019	UI Staff/Communications	
Flyer				
Root Cause #2: Benefit Year Earnings				
Strategies	Actions	Targets & Milestones	Resources	
1. Focus Group	Form a focus group to determine if there are additional methods to reduce the improper payment rate with respect to benefit year earnings. Make Management will review the recommendations and see if there are solutions are viable.	12/31/2018	UI Staff/BAM Staff	
2. Management Review	Outreach to UI Staff to discuss the benefit year earnings issue and provide guidance.	3/31/2019	UI Management	
3. Outreach		9/30/2019	UI Staff	
Additional:	Add additional feature in Claimant Portal that allows entry of wages from multiple employers vs. entry from one employer like the existing.	12/31/2018	UI and IT Staff - funding may be an issue.	
System Modification				
Root Cause #3: Able-Available				
Strategies	Actions	Targets & Milestones	Resources	
1. Focus Group	Form a focus group to look at the able and available issues that contribute to the improper payment rate to determine if it is claimant or department Management will review the recommendations and see if there are solutions are viable.	12/31/2018	UI Staff/BAM Staff	
2. Management Review	Outreach to UI Staff to discuss the able and available issues and provide guidance.	3/31/2019	UI Management	
3. Outreach		9/30/2019	UI Staff	
Additional:				
Root Cause Alternate Year #1: Work Search				
Strategies	Actions	Targets & Milestones	Resources	
1. Focus Group	Continue with focus group meeting to determine different approaches lowering the work search error rate. Make recommendations to Review focus group recommendations with the recommendations from NAWA's intensive services visit and recommendations from USDOJ.	12/31/2019	UI Staff/BAM Staff	
2. Management Review	Outreach to UI Staff/BAM to discuss the work seeking error rate and provide guidance.	12/31/2019	UI Management	
3. Outreach		3/31/2020	UI Staff	
Additional:				
Root Cause Alternate Year #2: Benefit Year Earnings				
Strategies	Actions	Targets & Milestones	Resources	
1. Focus Group	Continue with focus group meeting to determine different approaches lowering the benefit year earnings error rate. Make recommendations to Review focus group recommendations with the recommendations from NAWA's intensive services visit and recommendations from USDOJ.	12/31/2019	UI Staff/BAM Staff	
2. Management Review	Outreach to UI Staff/BAM to discuss the BVE error rate and provide guidance.	12/31/2019	UI Management	
3. Outreach		3/31/2020	UI/BAM Staff	
Additional:	Considering the possibility of adding a calculator to the Claimant Portal to help claimant report earnings correctly.	9/30/2020	UI and IT Staff - funding may be an issue.	
System modification				
Root Cause Alternate Year #3: Able-Available				
Strategies	Actions	Targets & Milestones	Resources	
1. Focus Group	Form a focus group to look at the able and available issues that contribute to the improper payment rate to determine if it is claimant or department Review focus group recommendations with the recommendations from NAWA's intensive services visit and recommendations from USDOJ.	12/31/2019	UI Staff/BAM Staff	
2. Management Review	Outreach to UI Staff/BAM to discuss the able and available error rate and provide guidance.	12/31/2019	UI Management	
3. Outreach		3/31/2020	UI/BAM Staff	
Additional:				

6. ORGANIZATIONAL CHART

The organization chart must conform to the requirement for delivery of service through public employment offices, or such other designated providers as the Secretary may authorize; show the State's configuration from the Governor of the State down to the point of Employment Service and UI customer service delivery; and provide sufficient detail to show each organizational unit involved and the title of the unit manager.



7. SQSP SIGNATURE PAGE

The State administrator must sign and date the SQSP Signature Page. By signing the Signature Page, the State administrator certifies that the State will comply with all the assurances and activities contained in the SQSP guidelines.

Though a State needs to submit the complete SQSP package on a 2-year cycle, there are certain documents contained in the SQSP package which are required to be submitted by States annually as part of the off-year submission. The documents which are required to be submitted annually are considered a modification to the complete SQSP submitted the previous year. Since funds for State UI operations are appropriated each year, each State is required to annually submit the transmittal letter, budget worksheets, organizational chart and the signature page. The modification may also include CAPs for new identified performance deficiencies, and any required modifications to existing CAPs.

Since the UI program is a required one-stop partner, States have the option of including UI in the Combined State Plan authorized by WIOA sec. 103.

The original copy of this document with signatures can be obtained at the US DOL Regional Office in San Francisco or a copy can be obtained from the IDOL office in Boise.

U.S. Department of Labor

SQSP SIGNATURE PAGE

OMB Control No.: 1205-0132

Expiration Date: 02/28/2021

U.S. DEPARTMENT OF LABOR Employment and Training Administration	FEDERAL FISCAL YEAR FFY 2020	STATE Idaho
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UNEMPLOYMENT INSURANCE

STATE QUALITY SERVICE PLAN

SIGNATURE PAGE

This Unemployment Insurance State Quality Service Plan (SQSP) is entered into between the Department of Labor, Employment and Training Administration, and Idaho Department of Labor

The Unemployment Insurance SQSP is part of the State's overall operating plan and, during this Federal fiscal year, the State agency will adhere to and carry out the standards set forth in Federal UI Law as interpreted by the DOL, and adhere to the Federal requirements related to the use of granted funds.

All work performed under this agreement will be in accordance with the assurances and descriptions of activities as identified in the SQSP Handbook and will be subject to its terms.

TYPED NAME AND TITLE	SIGNATURE	DATE
<u>X Jani Revier, Director</u> x Printed Name of STATE ADMINISTRATOR		
<u>Nicolas E. Lalpui</u> Printed Name of DOL APPROVING OFFICIAL (Regional Office)		

TYPED NAME AND TITLE	SIGNATURE	DATE
<u>Gay Gilbert</u> Printed Name of DOL APPROVING OFFICIAL (National Office) (if required)		

B. REQUIREMENTS FOR STATES ELECTING TO INCLUDE UI IN THE COMBINED STATE PLAN

States that elect to include UI in the Combined State Plan must:

1. SUBMIT AN SQSP IN THE FOLLOWING MANNER DEPENDING ON THEIR TIMING IN THE SQSP CYCLE:

A. IF A STATE IS IN THE FIRST YEAR OF THEIR 2-YEAR CYCLE, THE STATE IS REQUIRED TO SUBMIT THE MOST RECENTLY APPROVED COMPLETE SQSP PACKAGE. A COMPLETE SQSP PACKAGE WILL INCLUDE THE TRANSMITTAL LETTER, BUDGET WORKSHEETS/FORMS, STATE PLAN NARRATIVE, CAPS (INCLUDING THE MILESTONES AND THE COMPLETION DATE FOR EACH MILESTONE), THE UI IAP, ORGANIZATIONAL CHART, AND THE SQSP SIGNATURE PAGE. ONE OF THE KEY GOALS FOR THE UI PROGRAM IS TO ENSURE THAT CLAIMANTS ARE ABLE TO SUCCESSFULLY RETURN TO WORK. AS SUCH, THE SQSP STATE PLAN NARRATIVE MUST PROVIDE A DISCUSSION OF THE PLAN COORDINATION WITH OTHER WIOA COMBINED PLAN PROGRAMS TO ENSURE A COORDINATED EFFORT AND INTEGRATED SERVICE DELIVERY.

Idaho is in the second year of the 2-year cycle as such the required documents are submitted in the appropriate sections.

B. IF A STATE IS IN THE SECOND YEAR OF THE 2-YEAR CYCLE, THE STATE IS REQUIRED TO SUBMIT THE MOST RECENTLY APPROVED COMPLETE SQSP PACKAGE WITH A MODIFICATION THAT MUST INCLUDE THE TRANSMITTAL LETTER, BUDGET WORKSHEETS/FORMS, ORGANIZATIONAL CHART, AND THE SQSP SIGNATURE PAGE. THE MODIFICATION MAY ALSO INCLUDE CAPS FOR NEW IDENTIFIED PERFORMANCE DEFICIENCIES, AND ANY REQUIRED MODIFICATIONS TO EXISTING CAPS. THE CAP MUST LIST BOTH SPECIFIC MILESTONES FOR KEY CORRECTIVE ACTIONS OR IMPROVEMENT ACTIVITIES, AND THE COMPLETION DATE FOR EACH MILESTONE.

Idaho is in the second year of the 2-year cycle as such the required documents are submitted in the appropriate sections.

2. SUBMIT THE REQUIRED OFF-YEAR SQSP COMPONENTS AS A MODIFICATION TO THE COMBINED STATE PLAN ON THE SAME CYCLE AS THE REGULAR SQSP PROCESS WHICH MUST BE APPROVED BY SEPTEMBER 30TH EACH YEAR

Idaho is in the second year of the 2-year cycle as such the required documents are submitted in the appropriate sections.